

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

JAIL MENTAL HEALTH SERVICES

**VACANCY ANNOUNCEMENT
INTERMEDIATE TYPIST CLERK**

Jail Mental Health Services is seeking highly motivated and well-organized individuals to fill full-time Intermediate Typist Clerk positions. The positions are located in the Twin Towers Correctional Facility located in Los Angeles and the Century Regional Detention Facility located in Lynwood.

RESPONSIBILITIES:

- Opening and Closing of MH Charts in IS System
- Data Entry of Daily Service Logs in IS System
- Filing of MH documentation in MH Charts
- Answer telephone, take messages for staff and route calls appropriately
- Check documents for accuracy
- Maintain and organize MH files
- Other duties as assigned

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Ability to multi-task and prioritize work assignments
- Strong knowledge of the IS System
- Knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently and as a team player
- Strong interpersonal skills

Interested applicants holding the title of Intermediate Typist Clerk should submit their resume, last two (2) Performance Evaluations and last two (2) years of master timecard records no later than October 28, 2011:

**Elvia Trujillo
Jail Mental Health Services
Men's Central Jail
441 Bauchet Street, Suite 1017
Los Angeles, CA 90012
Phone: (213) 974-9083 Fax: (213) 687-8044**